

MoDOT/LPA Consultant Services Invoice FAQ's

1. Prime consultants must use the invoice template.
 - a. MoDOT Consultant Services Invoice ([Fig. 134.5.1.1](#))
 - b. LPA Consultant Services Invoice ([Fig. 136.4.10](#))
 - c. (*On-call contracts only*) MoDOT Hourly Rate Consultant Services Invoice ([Fig. 134.5.1.3](#))
2. Sub-consultants are not required to use the invoice template. However, if the sub-consultant has a contract with the prime consultant that is >\$25,000, the sub-consultant must either use the invoice template or provide everything that is on the template in another format.
3. A checklist is provided in to help consultants fill out the invoice. The LPA/MoDOT staff will use the checklist to ensure completion and adequacy.
 - a. MoDOT Consultant Invoice Checklist ([Fig. 134.5.1.2](#))
 - b. LPA Consultant Invoice Checklist ([Fig. 136.4.18](#))
 - c. (*On-call contracts only*) MoDOT Hourly Rate Consultant Invoice Checklist ([Fig. 134.5.1.4](#))
4. An example filled out invoice is provided to help consultants fill out the invoices.
 - a. MoDOT Consultant Invoice Example ([Fig. 134.5.1.5](#))
 - b. LPA Consultant Invoice Example ([Fig. 136.4.17](#))
5. Policy on invoicing:
 - a. MoDOT Consultant Invoice Policy ([EPG 134.5.1](#))
 - b. LPA Consultant Invoice Policy ([EPG 136.4.3.1](#))
6. For all existing contracts that have been previously invoiced (prior to July 1, 2012), the consultant only needs to show information on the current phase of the contract in the Progress Report section of the invoice. For example, if a consultant has completed preliminary plans, right of way plans, final plans, and is currently working on construction inspection; the invoice only needs to show the history on the construction inspection phase since that is the current phase of work. For all new contracts that have not been previously invoiced (as of July 1, 2012), all information in the invoice must be filled out.

